

**Welwyn Hatfield Community & Voluntary Service**

Registered charity

**Annual Report and Financial Statements**

**Year Ended 31 March 2009**

Charity number: 267272

**Welwyn Hatfield Community & Voluntary Service**  
**Annual Report and Financial Statements**  
**For the Year Ended 31 March 2009**

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**Welwyn Hatfield Community & Voluntary Service**  
**Annual Report and Financial Statements**  
**For the Year Ended 31 March 2009**

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**Reference and Administrative Information**

<b>Governing document:</b>	Constitution adopted 26 March 1974
<b>Charity number:</b>	267272
<b>Trustees:</b>	Ron Wheeler – Chair (Appointed June 2008) Fiona Ayres – Treasurer (Resigned October 2008) Tap Bali John Perren Sally Pugh (Resigned October 2008) Robin Webb Margaret White
<b>Executive Officer:</b>	Carmen Dillon
<b>Administrative office:</b>	Bill Salmon Centre 88 Town Centre Hatfield Hertfordshire AL10 0JW
<b>Independent Examiners:</b>	Clarity Chartered Accountants 2 Lancaster Close Stevenage Hertfordshire SG1 4RX
<b>Bankers:</b>	Unity Trust Bank Plc Nine Brindleyplace Birmingham B1 2HB
<b>Solicitors:</b>	Crane & Staples Fretherne Road Welwyn Garden City Hertfordshire AL8 6TU

# **Welwyn Hatfield Community & Voluntary Service**

## **Report of the Trustees**

### **For the Year Ended 31 March 2009**

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The Trustees of Welwyn Hatfield Community & Voluntary Service (WHCVS) are pleased to present their annual report together with the financial statements for the year ended 31 March 2009.

The reference and administrative information set out on page 1 forms part of this report.

The financial statements comply with current statutory requirements and the Statement of Recommended Practice – “Accounting and Reporting by Charities” (revised March 2005).

#### **Structure, Governance and Management**

##### *Governing Document*

Welwyn Hatfield Community & Voluntary Service is established under a constitution dated 26 March 1974, becoming a registered charity on 25 April 1974.

##### *Recruitment and Appointment of Management Committee*

The Trustees are elected at the Annual General Meeting after being nominated by member organisations. Under the requirements of the Constitution of the Charity, the Trustees are members of the Management Committee are elected to serve for a period of six years after which they may be re-elected after standing down for one year. The Management Committee seeks to ensure that the needs of members are appropriately reflected through the diversity of the trustee body. To enhance the potential pool of Trustees, the charity has advertised within the Volunteer Bureau and through networking. In an effort to maintain a broad skill mix, members of the Management Committee are requested to provide a profile of their experience (and update it each year).

##### *Trustee Induction and Training*

New Trustees are offered inductions with the Executive Officer. The Executive Officer seeks to identify appropriate training for new Trustees. Most Trustees are already familiar with the work of the charity having been associated with affiliated member organisations. Additionally, new Trustees are invited to spend time with other members of the Management Committee in learning the nature of the charity.

New Trustees are given the following documentation:

- Management Structure;
- Constitution;
- Minutes of the last meeting;
- Services covered by the charity; and
- Resourcing and the current financial position as set out in the latest published accounts.

##### *Risk Management*

A risk management review was carried out during the year as dictated by the policy of undertaking an annual formal risk review. The Trustees are satisfied that, where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the office.

##### *Organisational Structure*

WHCVS can have up to eight Trustees who form a Management Committee, which meets quarterly. It is responsible for the strategic direction and policy of the charity. At present the Committee has five members from a variety of professional backgrounds relevant to the work of the charity. Two borough Councillors are elected to serve on the committee each year but with one vote only.

The day to day responsibility for the provision of the services rests with the Executive Officer. The Executive Officer is responsible for ensuring that the charity delivers the services specified.

##### *Related Parties*

In so far as it is complementary to the charity's objects, the charity has five core services as set down by the national body, National Association for Voluntary and Community Action (NACVA) formerly known as National Association of Council for Voluntary Service (NACVS).

# Welwyn Hatfield Community & Voluntary Service

## Report of the Trustees

### For the Year Ended 31 March 2009

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#### Objectives and Activities

WHCVS exists to promote and co-ordinate themselves as a development agency in furthering local voluntary and community action. WHCVS recognises that England is a society diverse in race, culture and beliefs. WHCVS believes that no person should suffer oppression or lack of opportunity based on race, gender, belief, sexuality, disability, age, class or geographical location. WHCVS believes that priority should be given to working with people whose participation in society is limited by economic, political and social disadvantage.

WHCVS further believes:

- That their role is to affirm and enable all people to collectively play an active part in their community;
- That all people have equal rights to work towards social justice and to participate in decision making processes and local action; and
- In working towards a just and participatory society.

WHCVS is committed to challenging oppression and inequality. WHCVS will positively promote its core values in all areas of its work and structure.

The operations of WHCVS include community support and development, the project management of a furniture recycling scheme, a volunteer bureau and a community transport scheme.

The charity's objects and principal activities are:

1. To promote any charitable purposes for the benefit of the community in the local government district of Welwyn Hatfield and, in particular, the advancement of education, the protection of health and the relief of poverty, distress, sickness and unemployment; and
2. To promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit;

provided that in carrying out these charitable purposes, the CVS will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

The main objectives and activities for the year continued to focus upon the promotion of the voluntary and community sector. The strategies employed to assist the charity to meet these objectives included the following:

- Providing a range of services which are reflective of relevant quality standards and address the potential problems related to the voluntary and community sector;
- Focusing upon strategies and policies to benefit groups; and
- Working in partnership with other agencies to secure the widest range of services is available that best matches the needs of the district.

#### *How our activities deliver public benefit*

We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, we have considered how planned activities will contribute to the aims and objectives that we have set.

The Trustees are satisfied that WHCVS meets the Charity Commission's guidelines with regard to delivering public benefit.

#### Achievements and Performance

The main areas of charitable activity are the provision of development, representation, support and information; and the operation of three projects including the Furniture Recycling Scheme, Community Car Scheme and the Volunteer Bureau.

WHCVS provides a variety of office services for use by community groups including photocopying, typing and desktop publishing, internet access and the use of computers and the fax machine.

#### *Self Help Groups*

WHCVS provides various kinds of advice and support to Self Help groups. The charity assists them in getting started, or in dealing with initial planning or organising. WHCVS also provides training, liaison and representation for local groups.

# **Welwyn Hatfield Community & Voluntary Service**

## **Report of the Trustees**

### **For the Year Ended 31 March 2009**

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#### *Voluntary Sector Development*

Development work includes best practice, assisting organisations with matters of governance, fundraising, project development, managing volunteers, links to local businesses, national networking and identifying training and development needs. WHCVS has also worked closely with a number of embryonic voluntary groups to help them to become established.

#### *Voluntary Sector Support*

Support work includes CVS Newsletter, funding sources, advice database of CVS members, displaying of promotional material and reference library, matching volunteers to opportunities in other local and countywide organisations, equipment loan and hire, rooms for meetings and community lunches with speakers.

#### *Voluntary Sector Representation*

This includes being on a number of management committees at a strategic level.

#### *Voluntary Sector Liaison*

WHCVS plays an active role in liaising with a number of different groups and partnerships.

#### *Furniture Recycling Scheme*

The furniture project is based in Welwyn Garden City and collects unwanted furniture and white goods to re-distribute to individuals and families. This not only assists individuals and families who may not be able to afford to completely furnish their houses but also greatly contributes to recycling and a better living environment for the whole community.

However, in November 2008 the trustees made the difficult decision to close this project because it was not sustainable without significant contributions from external funders. Wishing to see such a scheme remain locally and mindful that Mears (who donated the premises free of charge) also wanted to see the scheme continue in some form or other, in January 2009 the project and its assets were transferred to a newly formed independent charity Mid Herts Furniture and Recycling Scheme (MHRFS) and is now operational.

#### *Community Transport Scheme*

The community transport scheme project is based at the central office and provides transport for people who cannot use public transport. Our customers are mainly older people, or people with illness or disability that prevents them from using public transport easily. Our drivers are local volunteers who are vetted by us and who give part of their time to community work in the area. A total of 417 trips were carried out in the year. Transport is commonly from home to a doctor's surgery, hospital, council office, or even shopping – getting out and about can be very difficult for many people.

#### *Volunteer Bureau*

The volunteer bureau project is based at the central office. The bureau recruits volunteers matching their skills and experience to opportunities on their database and places them within organisations in the Welwyn Hatfield area. During the year we have made contact with a number of sports groups, especially those who specialise in disabled sports, who have become members of the WHCVS and have had support in finding new volunteers and identifying new funding streams.

#### *Volunteers*

The mainstay of WHCVS service remains our volunteers who provide advice and distribute information leaflets. In the year under review over 3,000 volunteer hours were donated to the charity.

#### *Funding Advice and Help*

A total of £147,305 has been allocated to local small groups from direct help and/or advice given by WHCVS excluding the value of any voluntary work, advice and support.

#### *Partnership Work*

In 2008 WHCVS submitted a tender to the Welwyn Hatfield Alliance which was accepted, to produce a Voluntary and Community Strategy for Welwyn Hatfield. The charity is working closely with a steering group of around 15 key voluntary and community organisations drawn from its membership to produce the strategy.

# Welwyn Hatfield Community & Voluntary Service

## Report of the Trustees

### For the Year Ended 31 March 2009

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#### *Outreach*

Through our outreach work we have been instrumental in helping small organisations to write Child Protection Policies, Constitutions or Terms of References. We have provided outreach support to several small groups in gaining access to Grassroots Small Grants Programme delivered in Hertfordshire by Hertfordshire Community Foundation and in partnership with CVS'.

#### *Training*

WHCVS has signed posted as well as hosted a number of training initiatives throughout the district.

#### **Financial Review**

In summary, total incoming resources for restricted charitable projects amounted to £34,453 (2008: £38,192) and resources expended amounted to £29,855 (2008: £65,296) resulting in £22,065 of restricted funds carried forward to 2009/10 as detailed in note 12 to the accounts.

The fall in unrestricted general core funds from £74,679 at the beginning of the year to £13,630 at the year end resulted from reduced levels of incoming resources £63,744 (2008: £75,599) and increased levels of resources expended £126,193 (2008: £87,151) mainly due to the on-going commitment to the Furniture Recycling Scheme during the year (see below) and a provision for dilapidations on expiry of the lease at Tewin Court estimated to amount to £30,000 as explained in Note 11 to the accounts.

The staff deserve credit and praise for their skilful and enthusiastic efforts to provide a successful service within tight financial constraints.

#### *Principal Funding Sources*

Apart from the income generated by the secretarial and office services offered, the principal funding source for the charity is a grant from Welwyn Hatfield Council. However, as a result of increasing constraints on local authority expenditure, the charity has been successful in achieving income from consultancy work provided by the Executive Officer.

#### *Main Activities*

The core activities consist of support, development, liaison and representation and are supplemented by furniture sales. Whilst WHCVS continues to be very grateful to the Welwyn Hatfield Council for the support they provide, it should be appreciated that adequate core funding is essential if the charity is to continue its work.

There were three main activities using restricted funds: the Furniture Recycling Scheme, the Community Car Scheme and the Volunteer Bureau.

In October 2004 WHCVS entered into a five year lease for a warehouse to be used by the Furniture Recycling Scheme known as Unit 8 Tewin Court in Welwyn Garden City. After entering into this lease, Mears offered the charity a similar facility rent free in a more accessible area and so the Tewin Court premises was vacated in December 2007. As the end of the lease term approached (April 2009) the trustees informed the landlord that WHCVS would not be seeking to renew the lease.

Under the terms of the lease, WHCVS is required to reinstate the premises to the condition in which they were at the grant of the lease and consequently the charity is liable for dilapidations. The trustees have appointed Crane and Staples solicitors and Brown and Lee surveyors to act for the charity and advise on how best to minimise this potentially crippling obligation.

Brown and Lee has started negotiations with the landlord on the charity's behalf, but at the time of writing, the cost of this work has not been determined or agreed. However, the trustees estimate that the obligation will be in the region of £30,000 and consequently this amount has been provided in the financial statements.

The Furniture Recycling Scheme continued its activities until closure of the project in November 2008. Sales from the scheme generated unrestricted income of £19,602. Expenditure incurred during the year totalled £66,739 which included the rent payable of some £30k on the Tewin Court premises and staff costs of some £25k. The excess of expenditure over income (£47k) has been funded from general unrestricted reserves brought forward from prior years.

**Welwyn Hatfield Community & Voluntary Service**  
**Report of the Trustees**  
**For the Year Ended 31 March 2009**

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*Reserves Policy*

The Trustees have examined in previous years the charity's requirements for reserves in the light of the main risks to the organisation and have established a policy whereby the balance of unrestricted funds should be equivalent to at least three months core funding. With a reported deficit for the year on unrestricted activities of £61,049, the balance on the General Fund at 31 March 2009 does not now meet this target. The trustees and executive management are mindful of this situation and are making plans accordingly.

**Plans for Future Periods**

The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

The Charity will be offering a number of low cost training programmes to its members and developing a learning and development accreditation programme for staff members.

Future plans will involve identifying funding for the Volunteer Bureau and accreditation status.

**Fixed Assets**

Acquisitions and disposals of fixed assets during the year are recorded in the notes forming part of the financial statements.

**Statement of the Trustee's Responsibilities**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing those financial statements, the Trustees should follow best practice and;

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**By order of the Welwyn Hatfield Community & Voluntary Service**

**Ron Wheeler**  
Trustee

17 November 2009

# **Independent Examiner's Report To the Trustees of Welwyn Hatfield Community & Voluntary Service For the Year Ended 31 March 2009**

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I report on the accounts of the charity for the year ended 31 March 2009.

## **Respective responsibilities of the Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- follow the procedures laid down in General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- state whether particular matters have come to my attention.

## **Basis of Independent Examiner's report**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## **Independent Examiner's qualified statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act and regulations made thereunder.

have not been met.

The lease for a warehouse previously used by the Furniture Recycling Scheme expired on 18 April 2009. Under the terms of this lease the charity is required to reinstate the premises to the condition in which they were at the grant of the lease. The trustees have appointed a firm of surveyors to negotiate the dilapidations liability on their behalf with the landlord. Although the cost of this work has not been agreed, the trustees estimate this obligation will be some £30,000 and this sum has been provided in the accounts. A concern exists that the charity's liability for dilapidations on this lease could be in excess of the sum provided when it is finally determined.

No other matter has come to my attention in connection with my examination to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

## **Christopher Bush ACA**

Clarity Chartered Accountants  
Stevenage, Hertfordshire

17 November 2009

**Welwyn Hatfield Community & Voluntary Service**  
**Statement of Financial Activities**  
**For the Year Ended 31 March 2009**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2009 £	Total funds 2008 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income:					
Grants	2	28,460	-	28,460	28,925
Donations and sundry income		2,277	-	2,277	1,978
Affiliation fees		515	-	515	575
Activities for generating funds:					
Fundraising events and activities		-	-	-	507
Bank interest receivable		1,989	-	1,989	3,807
<b>Incoming resources from charitable activities</b>					
Community support and development	3	10,478	4,400	14,878	8,427
Furniture recycling scheme	3	19,602	-	19,602	55,455
Supporting minority communities	3	-	-	-	2,000
Community transport	3	423	20,053	20,476	11,907
Volunteer bureau	3	-	10,000	10,000	210
Total incoming resources		63,744	34,453	98,197	113,791
<b>Resources expended</b>					
<b>Charitable activities</b>					
Community support and development		22,330	168	22,498	34,464
Furniture recycling scheme		66,739	-	66,739	87,144
Supporting minority communities		33	2,153	2,186	930
Community transport		-	18,733	18,733	14,796
Volunteer bureau		-	8,801	8,801	7,915
Governance costs		7,091	-	7,091	7,198
Provision for dilapidations on expiry of lease	11	30,000	-	30,000	-
Total resources expended	4	126,193	29,855	156,048	152,447
<b>Net incoming / (outgoing) resources before transfers</b>					
		(62,449)	4,598	(57,851)	(38,656)
Gross transfers between funds	12	1,400	(1,400)	-	-
<b>Net movement in funds for the year</b>	5	(61,049)	3,198	(57,851)	(38,656)
<b>Reconciliation of funds</b>					
Total funds brought forward		74,679	18,867	93,546	132,202
<b>Total funds carried forward</b>	12	13,630	22,065	35,695	93,546

All of the above results are derived from continuing activities.  
All gains and losses recognised in the year are included above.

The accompanying notes are an integral part of this statement of financial activities.

**Welwyn Hatfield Community & Voluntary Service**  
**Balance Sheet**  
**As at 31 March 2009**

	Note	2009		2008	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		952		10,364
<b>Current assets</b>					
Debtors	9	18,243		8,774	
Cash at bank and in hand		57,032		82,908	
		<u>75,275</u>		<u>91,682</u>	
<b>Creditors:</b> amounts falling due within one year	10	<u>(10,532)</u>		<u>(8,500)</u>	
<b>Net current assets</b>			64,743		83,182
<b>Total assets less current liabilities</b>			<u>65,695</u>		<u>93,546</u>
<b>Provision for liabilities and charges</b>	11		(30,000)		-
Net assets			<u><u>35,695</u></u>		<u><u>93,546</u></u>
<b>Funds</b>	12				
Restricted funds			22,065		18,867
Unrestricted funds			13,630		74,679
Total funds			<u><u>35,695</u></u>		<u><u>93,546</u></u>

The financial statements were approved by the Trustees on 17 November 2009 and signed on their behalf by:

**Ron Wheeler**  
Trustee

**Tap Bali**  
Trustee

The accompanying notes are an integral part of this balance sheet.

**Welwyn Hatfield Community & Voluntary Service**  
**Notes Forming Part of the Financial Statements**  
**For the Year Ended 31 March 2009**

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**1 Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently in dealing with items considered material in relation to the financial statements.

**Basis of accounting**

The financial statements have been prepared under the historical cost convention, in accordance with applicable accounting standards, and follow the recommendations in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005), issued in March 2005.

The financial statements have been prepared on the going concern basis which assumes that current and future sources of funding and support will be more than adequate for the charity's needs. In particular, for the funding of the liability for dilapidations as explained in the Financial Review section of the Report of the Trustees and note 11 to the accounts.

**Fund accounting**

Unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the Trustees in furtherance of the charitable objectives of the charity.

Restricted funds comprise monies raised for, and their use restricted to, a specific purpose, or donations subject to conditions imposed by the donor or through the terms of an appeal.

**Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income, it is certain that the income will be received and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants that provide core funding or are of a general nature, donations and affiliation fees and is included in full in the Statement of Financial Activities. Grant funding, where entitlement is not conditional on the delivery of a specific performance by the charity, is recognised when the charity becomes unconditionally entitled to the grant.

Incoming resources from charitable activities includes income received from grants where entitlement to funding is subject to specific performance conditions, and is recognised as the charity earns the right to consideration by its performance.

Income from the sale of furniture and offices services and support is recognised as earned.

**Resources expended**

Expenditure is recognised on an accruals basis when a liability is incurred, as soon as there is a legal or constructive obligation committing the charity to the expenditure. Expenditure includes any VAT, which cannot be recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs primarily associated with meeting the constitutional and statutory requirements of the charity and include the remuneration of the independent examiner, legal fees and costs linked to the charity's compliance with regulation and good practice.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on the basis of estimates of the proportion of time spent by staff on those activities.

**Welwyn Hatfield Community & Voluntary Service**  
**Notes Forming Part of the Financial Statements**  
**For the Year Ended 31 March 2009**

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**1 Accounting policies (continued)**

**Pension costs**

The charity contributes 4.5% of pensionable salary to a defined contribution pension scheme for eligible members of staff. The assets of the scheme are held separately from those of the charity and are administered by Scottish Equitable. Contributions are charged to the Statement of Financial Activities for the year in which they are payable.

**Tangible fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation.

Tangible fixed assets are depreciated on a straight line basis at rates calculated to write off the cost of each asset over its expected useful life as follows:

Motor vehicles	25%
Office Equipment	33%

**Operating leases**

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**Welwyn Hatfield Community & Voluntary Service  
Notes Forming Part of the Financial Statements  
For the Year Ended 31 March 2009**

<b>2 Voluntary income</b>				<b>2009</b>	<b>2008</b>
				<b>£</b>	<b>£</b>
Grant - Welwyn Hatfield Council				28,460	28,925
				<u>28,460</u>	<u>28,925</u>
<b>3 Incoming resources from charitable activities</b>	<b>Grants receivable</b>	<b>Sale of furniture</b>	<b>Office services &amp; support</b>	<b>Total 2009</b>	<b>Total 2008</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Community support & development	4,400	-	10,478	14,878	8,427
Furniture recycling scheme	-	19,172	430	19,602	55,455
Supporting minority communities	-	-	-	-	2,000
Community transport	20,053	-	423	20,476	11,907
Volunteer bureau	10,000	-	-	10,000	210
	<u>34,453</u>	<u>19,172</u>	<u>11,331</u>	<u>64,956</u>	<u>77,999</u>
	<u>34,453</u>	<u>19,172</u>	<u>11,331</u>	<u>64,956</u>	<u>77,999</u>
<b>Analysis of grants receivable</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2009</b>	<b>Total 2008</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Welwyn Hatfield Council	28,460	-	28,460	30,925	
Hertfordshire County Council	-	8,053	8,053	7,857	
East & North Hertfordshire PCT	-	8,050	8,050	-	
Welwyn Hatfield Borough Council	-	6,950	6,950	3,950	
Hertfordshire Community Foundation	-	5,000	5,000	-	
Graham Rowlandson Foundation	-	5,000	5,000	-	
Hertsmere CVS	-	1,400	1,400	-	
Big Lottery Fund / Community Fund	-	-	-	22,257	
North Hertfordshire CVS	-	-	-	2,128	
	<u>28,460</u>	<u>34,453</u>	<u>62,913</u>	<u>67,117</u>	
	<u>28,460</u>	<u>34,453</u>	<u>62,913</u>	<u>67,117</u>	
<b>4 Total resources expended</b>	<b>Direct costs</b>	<b>Support costs</b>	<b>Total 2009</b>	<b>Total 2008</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Community support & development	18,785	3,713	22,498	34,464	
Furniture recycling scheme	64,686	2,053	66,739	87,144	
Supporting minority communities	2,124	62	2,186	930	
Community transport	16,399	2,334	18,733	14,796	
Volunteer bureau	7,365	1,436	8,801	7,915	
Governance costs	3,277	3,814	7,091	7,198	
Provision for dilapidations on expiry of lease	30,000	-	30,000	-	
	<u>142,636</u>	<u>13,412</u>	<u>156,048</u>	<u>152,447</u>	
	<u>142,636</u>	<u>13,412</u>	<u>156,048</u>	<u>152,447</u>	

**Welwyn Hatfield Community & Voluntary Service  
Notes Forming Part of the Financial Statements  
For the Year Ended 31 March 2009**

<b>4 Total resources expended (continued)</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
<b>Direct costs</b>		
Staff costs	62,487	86,867
Premises costs	38,358	41,359
Estimated dilapidation costs	30,000	-
Depreciation of fixed assets	6,720	6,971
Direct costs of activities	5,071	3,214
	<u>142,636</u>	<u>138,411</u>

**Support costs**

Communications	4,677	4,761
Office & general management	4,376	5,820
Legal & financial	4,359	3,455
	<u>13,412</u>	<u>14,036</u>

Basis for support costs allocation: Staff time.

Cost allocation includes an element of judgement and the charity has had to consider the cost benefit of detailed calculations and record keeping. Therefore the support costs shown above are a best estimate of the costs that have been so allocated.

**Analysis of governance costs**

Staff costs	3,277	4,536
Independent examiners' remuneration	1,950	1,950
Professional fees and other costs	1,864	712
	<u>7,091</u>	<u>7,198</u>

**5 Net movement in funds for the year**

Net movement in funds for the year is stated after charging:

Independent examiners' remuneration	1,950	1,950
Depreciation	6,720	6,971
	<u>8,670</u>	<u>8,921</u>

**Welwyn Hatfield Community & Voluntary Service**  
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**6 Trustee remuneration and reimbursement of expenses**

No Trustees received or waived any remuneration for their services during the year (2008: £nil).

Two trustees were reimbursed out of pocket expenses of £233 during the year (2008: £nil).

**7 Staff costs and numbers**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Staff costs during the year were:		
Salaries and wages	56,398	78,719
Social security costs	4,507	6,341
Pension contributions	1,582	1,807
	<u>62,487</u>	<u>86,867</u>

The number of employees whose emoluments as defined for taxation purposes amounted to over £60,000 in the year was nil (2008: nil).

	<b>2009</b>	<b>2008</b>
	<b>Number</b>	<b>Number</b>
The average number of employees during the year, calculated on a full-time equivalent basis was:		
Community support & development	2	2
Furniture recycling scheme	2	3
Community transport	1	1
	<u>5</u>	<u>6</u>

<b>8 Tangible fixed assets</b>	<b>Motor vehicles</b>	<b>Office Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 April 2008	37,923	27,098	65,021
Additions	-	1,310	1,310
Disposals	(16,008)	-	(16,008)
	<u>21,915</u>	<u>28,408</u>	<u>50,323</u>
At 31 March 2009	21,915	28,408	50,323
<b>Depreciation</b>			
At 1 April 2008	29,919	24,738	54,657
Charge for year	4,002	2,718	6,720
Disposals	(12,006)	-	(12,006)
	<u>21,915</u>	<u>27,456</u>	<u>49,371</u>
At 31 March 2009	21,915	27,456	49,371
<b>Net book value</b>			
At 31 March 2009	<u>-</u>	<u>952</u>	<u>952</u>
At 31 March 2008	<u>8,004</u>	<u>2,360</u>	<u>10,364</u>

**Welwyn Hatfield Community & Voluntary Service  
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	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
<b>9 Debtors</b>		
Prepayments and accrued income	9,771	8,774
Other debtors	8,472	-
	<u>18,243</u>	<u>8,774</u>
<b>10 Creditors: amounts falling due within one year</b>		
Trade creditors	3,951	695
Accrued and other expenditure	4,581	5,805
Other creditors	2,000	2,000
	<u>10,532</u>	<u>8,500</u>
<b>11 Provision for liabilities and charges</b>		
At 1 April 2008	-	-
Estimated cost of dilapidations on expiry of lease	30,000	-
	<u>30,000</u>	<u>-</u>

As explained in the Report of the Trustees, the charity had a lease for a warehouse which was used by the Furniture Recycling Scheme until December 2007. The contractual term of the lease expired on 18 April 2009.

Under the terms of the lease, WHCVS is required to reinstate the premises to the condition in which they were at the grant of the lease and consequently the landlord is claiming dilapidations from the charity.

The trustees have taken professional advice on this matter and have appointed a firm of surveyors to negotiate with the landlord on their behalf. Although the cost of this work has not yet been agreed, the trustees estimate this obligation will some £30,000, and consequently, a provision for this amount has been made in the financial statements.

**Welwyn Hatfield Community & Voluntary Service**  
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12 Statement of funds	2008 £	Incoming resources £	Resources expended £	Transfers £	2009 £
<b>Restricted funds</b>					
Community Transport Fund	6,175	20,053	(18,733)	-	7,495
Volunteer Bureau	3,790	10,000	(8,801)	-	4,989
Strategy Fund	-	3,000	(168)	-	2,832
Capital Fund	-	1,400	-	(1,400)	-
Multi Ethnic Friendship Group - Hatfield	2,069	-	(2,069)	-	-
Multi Ethnic Friendship Group - Welwyn Garden City	1,107	-	(84)	-	1,023
Garden Project	5,025	-	-	-	5,025
Youth Action	701	-	-	-	701
	18,867	34,453	(29,855)	(1,400)	22,065
<b>Unrestricted funds</b>					
General Fund	74,679	63,744	(126,193)	1,400	13,630
Total funds	93,546	98,197	(156,048)	-	35,695

*Community Transport Fund*

This fund represents funding to provide transport for people who cannot use public transport. Customers are mainly older people, or people with illness or disability. The drivers are local volunteers.

*Volunteer Bureau*

This represents funding for a Co-ordinator to link prospective volunteers to local community and voluntary organisations.

*Strategy Fund*

In 2008 the charity submitted a tender to Welwyn Hatfield Alliance which was accepted, to deliver a Voluntary and Community Strategy for Welwyn Hatfield. WHCVS is working closely with a steering group of around 15 key voluntary and community organisations drawn from its membership to deliver the strategy.

*Capital Fund*

This represents funding received for a desktop and laptop computer, software and accessories.

*Multi Ethnic Friendship Group - Hatfield & Welwyn Garden City*

These funds represent funding received to support learning and support for parents whose first language is not English in Hatfield and Welwyn Garden City respectively.

*Garden Project*

This represents funding received to provide a gardening service to vulnerable elderly or disabled residents of Welwyn Hatfield who are unable to undertake the work themselves.

*Youth Action*

Youth Action represents funding for the provision of small grants to groups supporting youth activities.

**Welwyn Hatfield Community & Voluntary Service**  
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	<b>Restricted funds</b>	<b>General fund</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>13 Analysis of net assets between funds</b>			
Fund balances at 31 March 2009 are represented by:			
Tangible fixed assets	-	952	952
Net current assets	22,065	42,678	64,743
Provision for liabilities and charges	-	(30,000)	(30,000)
	<u>22,065</u>	<u>13,630</u>	<u>35,695</u>

**14 Obligations under operating leases**

At 31 March 2009 the charity had annual commitments under non-cancellable operating leases as follows:

	<b>Land and buildings</b>	
	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Expiry date:		
Within one year	4,279	5,354
Between two and five years	1,969	29,985
	<u>1,969</u>	<u>29,985</u>

As explained in the Financial Review section of the Report of the Trustees, the charity had an lease for a warehouse which was used by the Furniture Recycling Scheme until December 2007. The rental commitment under this lease was £29,985 per annum. The lease expired in April 2009.

**15 Taxation**

Welwyn Hatfield Community & Voluntary Service is a registered charity and therefore is not liable to income tax or corporation tax on income or gains derived from its charitable activities, as they fall within the various exemptions available to registered charities.